

**Joining Report Upon Completion of Training**

Chief/Sr. /H. R. Officer

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Sir/Madam,

As per the Training Approval letter . . . . . dated . . . . ., the undersigned has successfully completed the training and hereby would like to report to the Agency on (date). The following documents are attached herewith:

1. Training Report;
2. Feedback Form; and
3. Certificate from the Institute (if applicable).

Yours faithfully/sincerely,

(Name & Signature)  
(Position Title)  
  
(Agency)  
(Contact No.)

Copy to:

Officials concerned.